



DOCUMENT CHECKLIST CORUS – CMF “PAGE TO PITCH” PROGRAM (Year seven)

1. The Canada Media Fund (CMF) accepts applications exclusively through an online platform. Go to the Apply page on Telefilm Canada’s website to log in to your account or to create an account on the platform and submit a Corus - CMF “Page to Pitch’ Application Form.

CREATIVE INFORMATION

2. **Original Work.** e.g. optioned literary property (as applicable & provide reviews and book sales figures if available).
3. **Television Component Synopsis.** Detailing the themes, subject matter and setting of the storyline.
4. **Creative Material. The most recent bible, story, storyboard, outline, treatment screenplay, script, (dated).**
5. **Rewrite proposal. (as applicable).**
6. **Creative Team. Summary of the experience and achievements of the creative team.**
7. **Only required for Pitch applications: Presentation Document and Promotional Plan** Description of the material to be created and the international sales activities that will be held (eg participation in foreign sales markets). Include a summary of markets and countries.

PROJECT INFORMATION

8. **Potential Audience.** Projections for targeted audience in Canada and in international markets.
9. **Production Team.** Summary of the production team’s experience and achievements in Canada and in international markets.
10. **Only required for Pitch applications:** Marketing applications. Summary of the marketing team's experience and achievements in the Canadian and international markets. Include a summary of the market interest in the project.

BROADCASTER INFORMATION

11. **For Page applications: Copy of development letter(s) from a Canadian broadcaster(s)** confirming the Development Fees.
OR For Pitch applications: Development rights or eligible license fees.

FINANCING INFORMATION

12. **All financing agreements** from other committed sources evidencing the terms, conditions and value of the financial contributions with the status of each request. (Fully executed deal memos and short-form agreements are acceptable at this stage.).

DEVELOPMENT BUDGET INFORMATION

13. **Signed and dated Corus - CMF Page budget** using the applicable Corus-CMF Budget Template found on the CMF website. (If a Demo expense is included in the budget, please provide a separate demo budget using Development Demo Budget Template.)

UNDERLYING RIGHTS INFORMATION

Clean and complete chain of title for the Television Component including:

14. **Written summary of the Television Component’s complete development history** (conception to application).
15. **All Rights Documentation**, including but not limited to: transfer of rights agreements, writer’s and director’s agreements, option/purchase agreements, publisher’s releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Television Component Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to develop, produce, distribute and exploit the Television Component for at least 24 months. Please note that if there is a legal opinion that exists regarding the chain of title which confirms, to the satisfaction of the CMF, that the Applicant owns all the rights for the development, production and exploitation of the Television Component then the legal opinion may be submitted in place of these separate documents.

16. **Publisher's release** (as applicable).
17. **Writer's agreement** including any amendments and the payment schedule. (Deal memos are acceptable at this stage.)
18. **Co-production and/or joint venture agreement(s)**, if applicable.

KEY CREATIVE PERSONNEL

19. **C.V. for all Producers(s), Writer(s), and Director(s)** with complete histories of work, education, certifications, awards and nominations to date.

APPLICANT INFORMATION

CORPORATE INFORMATION *(If the corporate information remains unchanged since the last application, it is not necessary to resubmit the following documents.)*

20. **Complete incorporation documents** (Articles of Incorporation and By-laws) for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable.
21. **Corporate profile** (including company mandate) for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable.
22. **Shareholder's or partner's agreement** (if applicable).
23. **Signed and dated list of directors and shareholders form** (form available) including nationality and ownership share all Television Component Applicants, Television Component Co-Applicants and Parent companies, as applicable.
24. **Corporate secretary's certificate** naming the officers and indicating their signing authority.
25. **Corporate financial statements** for the past three years must be provided for all Television Component Applicants, Television Component Co-Applicants and Parent Companies. **Notwithstanding the below requirements, the CMF reserves its rights to request from the Television Component Applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements.**
 - **Consolidated and audited annual financial statements**, if consolidated annual gross revenue of the Television Component Applicant and its Related Parties is equal to or greater than \$10 million; **OR**
 - **Consolidated annual financial statements**, together with a review engagement report if consolidated annual gross revenue of Television Component Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR**
 - **Non-consolidated annual financial statements**, together with a notice to readers if consolidated annual gross revenue of the Television Component Applicant and its Related Parties is less than \$5 million.

DIGITAL MEDIA CHECKLIST

If the television budget includes development costs for the digital media component (item 3.85), please submit the following documents in addition to those required for the television component:

1. **Digital Media Component Synopsis.** Summary of the project, including detailing the themes and subject matter.
2. **Describe the Digital Media Component concept and outline the deliverables.**
3. **Chain of title documents relating to the transfer of the digital media rights, if applicable.**